

Files Fly in July

What is the “Files Fly in July” event?

The Capitol Complex is participating in a clean out your office day to recycle paper products and recycle reusable office supplies such as binder clips, manila folders and 3-ring binders. Nearly seven tons of paper was recycled through last year’s event.

Who is participating?

All state employees on the Capitol Complex are invited to take this opportunity to clean your office files and documents or records that have exceeded their retention period.

When will this event take place?

July 20th Capitol Complex Maintenance staff and Facility Coordinators and Building volunteers will be collecting recyclable materials. Designated offices on specified floors will be utilized for employees to bring their reusable office equipment such as binders, clips, folders and pens to be reused by their agencies.

What can be discarded?

Employees must make sure records they are discarding have exceeded the retention period required by law.

What does the law define as a record?

As state employees, we all bear the responsibility of managing records – all records – whether they are records that must be kept permanently or records that are kept for a pre-determined length of time and then destroyed. From meeting minutes to emergency operations plans to mailing lists, each record series has a record series retention and disposition schedule that indicates the length of time the records must be held in the office before they can be destroyed by an agency, transferred to the State Records Center for a pre-determined length of time prior to destruction or transferred to the State Archives for permanent retention.

- Records are state property. All records made or received by or under the authority of or coming into the custody, control or possession of public officials of the state in the course of their public duties are the property of the state and shall not be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided by law or by rule.
- Record means a document, book, paper, electronic record, photograph, sound recording or other material, regardless of physical form or characteristics, made, produced, executed or received pursuant to law in connection with the transaction of official business of state government. Record does not include library and museum related material made or acquired and preserved solely for reference or exhibition purposes or stocks of publications and unprocessed forms.
- Iowa Code Chapter 305 gives the State Records Commission the authority and responsibility to work with agency heads to develop records series retention and disposition schedules. These retention schedules describe the length of time records series of an agency or multiple agencies must be retained in active and inactive status and provide authorization for a final disposition of the records series by destruction or permanent retention. In order to implement the approved retention schedules at the agency level, agency heads are responsible for appointing one or more records officers to be the point of contact with the state archives and records program. Every records officer has a copy of the state records manual which includes retention schedules for all state government records.

How do I know if something I have needs to be retained?

As you participate in clean out your office day, ask your agency records officer(s) to assist you in using State Records Commission approved retention schedules to assist you in determining:

- which records have not yet fulfilled their in-office retention requirements and therefore must be kept for a longer length of time,
- which records have fulfilled their in-office retention requirements and are eligible for transfer to the state records center,
- which records have fulfilled their in-office retention requirements and are eligible for transfer to the State Archives for permanent preservation, and finally
- which records have fulfilled their in-office retention requirements **and** can be destroyed directly from your office. [If you have not already done so, I encourage you to recycle this category of records on clean out your office day].

Who are the Records Officers in my agency?

Agency	Sub-unit	Records officer(s)
Administrative Services	Director's Office	Gerd Clabaugh
Administrative Services	Finance	Richard Blahnik
Administrative Services	GSE-CCM	Randy Howard
Administrative Services	GSE-Chief Operating Officer	Tera Harrington
Administrative Services	GSE-Design and Construction	Mary Jo Welch
Administrative Services	GSE- Fleet	Kathy Shannon
Administrative Services	GSE-Mail	Paula Newbrough
Administrative Services	GSE-Printing	Stella Sussex
Administrative Services	GSE-Purchasing	Ken Paulsen
Administrative Services	HRE	Pete Peterson and Ed Holland
Administrative Services	ITE	Lowell Sneller and Tom Shepherd
Administrative Services	Internal Operations	Minnie Edwards
Administrative Services	Measurement and Planning	Mike Pringle
Administrative Services	SAE	Trina Brietske
Administrative Services	Standards and Rules	Pat Lantz, Doug Kern and Carol Stratemeyer
Agriculture and Land Stewardship	ALL	Marilyn Beeler
Attorney General	ALL	Pam O'Brien and Karen Redmond
Auditor	ALL	Judy VanderLinden
Blind	ALL	Bruce Snethen
Citizen's Aide/Ombudsman	ALL	Jeri Burdick Crane, Maureen Lee and Ruth Cooperrider
Commerce	Alcoholic Beverages	Marty Deaton
Commerce	Banking	Kathy Johnson

Commerce	Insurance	JoAnn Herrmann
Commerce	Professional Licensing	Sandy Malek
Commerce	Utilities	Shelly Lewis
Civil Rights Commission	ALL	Tina Hayes and Marcia Coverdale
Corrections	ALL/All Facilities	Dale Anderson
Cultural Affairs	ALL	Sharon Avery
Economic Development	ALL	Terry Roberson
Human Services	Appeals	Nancy Freudenberg
Education	Board of Educational Examiners	Gary Borlaug
Education	Iowa College Student Aid Commission	Darrin Telfer
Education	Iowa Public Television	Molly Phillips
Education	State Library of Iowa	Carol Simmons, Barbara Corson and Mary Wegner
Education	Vocational Rehabilitation	Keith Hyland
Education	ALL	Michael Barth
Elder Affairs	ALL	Sandra Hockett and Mathew Van Gundy
Governor and Lt. Governor	Both Offices	Elisabeth Buck
Governor's Office of Drug Control Policy	ALL	Dee Clausen, Dale Woolery and Terry Graham
Human Rights	ALL	Marcia Thompson
Human Services	Legal	Cheryl Smith and Melissa Schipper
Human Services	Insurance Bureau	Anita Smith
Human Services	ALL	Kathy Fuller
Inspections and Appeals	ALL	Lorell Squiers and Mary Olson
Iowa Campaign and Ethics Disclosure Board	ALL	Charles Smithson and Sandy Reier
Iowa Communications Network	ALL	Ronald Koontz
Iowa Lottery Authority	ALL	Brandi Hoffman
Iowa Public Employees Retirement System	ALL	Dave Cook and Craig Shogren
Judicial Branch	Clerk of the Supreme Court	Keith Richardson and Christine Mayberry (is Christine still there)
Judicial Branch	State Court Administration	Peggy Sullivan and Betsy Barnett
Legislative Service Bureau	ALL	Jonnetta Douglas and Teri Souer
Management	ALL	Heidi Patterson, Judy Meyer and Jeff McKern
Natural Resources	ALL	Patricia Beal Snyder and Cecilia Nelson
Parole Board	ALL	Clarence Key, Jr.
Public Defense	Iowa Homeland Security and Emergency Management	Carmeline Murphy, Wade Travis and Gae Kroes
Public Defense	Military	Kenneth Andresen

Public Employment Relations Board	ALL	Barbara Marchant and Susan Bolte
Public Health	ALL	Marion Cochran
Public Health	Board of Medical Examiners	Shantel Billington
Public Health	Board of Nursing	Lynn Linder and Margaret Armagost
Public Health	Radiological Health	Jennifer Schnathorst
Public Safety	State Fire Marshall	Tina Palmer and Jim Kenkel
Public Safety	ALL	Peggy Wright
Regents Board	ALL	Barbara Briggie
Revenue	ALL	Dorothy Hokanson
Transportation	ALL	Sheri Harris and Desiree Asklof
Secretary of Senate	ALL	Michael Marshall, Cynde Clingan and K'Ann Brandt
Secretary of State	ALL	Molly Clause and Dale Cole
Transportation	Finance	Donna Banker
Treasurer	ALL	Lynn Bedford
Veterans Affairs	Veterans Home	Carol Ward and Carolyn Childs
Workforce Development	ALL	Cindy Gardner, James Quinn and Erv Fett